Release Control Options

Release Control options are now available in all modules except Pacemaker, and Rheumatology. These options require that the user hold the Manager's key and the specific Procedure key.

In this Module...	Find Release Control options here.
Cardiology	Cath Lab Menu
	ECG Menu
	Echo Lab Menu
	EP Lab Menu
	Holter Lab Menu
	Exercise Tolerance Test Menu
Gastrointestinal	GI Management Menu
Pulmonary	Endoscopy Menu
	Pulmonary Function Test Menu
Hematology	Hematology Menu
Generalized Procedure	Generalized Procedure Management Menu

Table 3: Location of Release Control Option Menus

The options are:

1   Turn On Release Control/Elec. Signature
2   Convert Old Records to Released Not Verified
3   Print Superseded Reports
4   Allow Printing of Superseded Reports
5   Print Reports that are Marked for Deletion
6   Status Report

Turn On Release Control/Elec. Signature
        This is a one time option that will turn on release control/electronic signature. This option should only be used by the manager of this department. Once this option is executed there is no way to turn it off. Once this is turned on, the non-key holders will not be able to print a record until it is released.

Convert Old Records to Released Not Verified
This option will convert old records or records that do not have a release status to Released Not Verified. This option can only be used if release control/electronic signature is turned on. It allows the non-key holders to view the old records but not edit them. Before executing this option, turn on release control/electronic signature. All records upgraded using this option are assigned a status of Released Not Verified. If mass updating of records is not desirable, individual records may be updated by using the Enter/Edit option to assign them Draft Status. Records that already have a release control status will not be affected. The responsibility for upgrading old records should be assigned to only one person. A MailMan message will be sent to the person responsible for converting records that tells the record number, date, and status of the records converted.

Print Superseded Reports
This option will allow you to display or print a superseded report.

Allow Printing of Superseded Reports
This option is a switch that will allow or disallow the non-managers to view superseded records from the print options. By switching this option to on, superseded records can be viewed from the print option. By switching this option to off, superseded records will be removed from the print option.

Print Reports that are Marked for Deletion
This option will allow the manager to display or print reports that are marked for deletion.

Status Report
This option provides the manager with a report of procedures statuses. It allows the user to select a range of dates and allows either release statuses, Draft statuses or both.

The release control previously used by Hematology and Pulmonary is now obsolete. Records which were given Released status in Medicine package V. 2.0 will be assigned Released Not Verified status. Records that had Non-Released status will be assigned Draft status.

Further information on the Medicine package release control options can be found in the Introduction section of this manual.

GENERALIZED PROCEDURE MODULE

Medicine Menu

1	Cardiology Menu
2	GI Menu
3	Pulmonary Menu
4	Hematology Menu
5	Pacemaker Menu
6	Rheumatology Menu
7	Generalized Procedure Menu
8	Summary of Patient Procedures
9	Enable/Disable OE/RR
10	Workload Reporting Management

Choose the Generalized Procedure Menu option from the main Medicine menu.

The purpose of the Generalized Procedure module is to document any procedure that is either not covered elsewhere or that does not have the imaging option provided. Any service can use the Generalized Procedure module to attach images to a patient record.

Options on the Generalized Procedure Menu are:

1	Generalized Procedure Enter/Edit
2	Generalized Procedure Enter/Edit (Screen)
3	Generalized Procedure Report
4	Summary of Patient Procedures
5	Problem Oriented Problem Oriented Consult Menu
6	Image Capture
7	Brief Generalized Procedure Enter/Edit
8	Brief Generalized Procedure Enter/Edit (Screen)
9	Brief Generalized Procedure Report
10	Generalized Procedure Management

Generalized Procedure Enter/Edit

This option is a FileMan-oriented entry for the same Generalized Procedure fields as the screen entry option.

Generalized Procedure Enter/Edit (Screen)

For a new procedure, enter the date/time of the procedure, the patient name and subspecialty. To edit an existing procedure, enter the patient name or date/time of the procedure.

```
                    GENERALIZED PROCEDURE   09/16/97

        1 DATE/TIME(R):.................
        2 MEDICAL PATIENT(R):...............................
        3 PROCEDURE:..........     4 INDICATION(W):.....
        5 MEDICATIONS(M):...............................
        6 PROVIDER/PHYSICIAN:...............................
        7 TECHNIQUE(M):...............................
        8 COMPLICATIONS(M):...............................
        9 SUBJECTIVE(W):...............................
       10 OBJECTIVE(W):  ...........................
       11 ASSESSMENT/FINDINGS(W):.....
       12 PLAN(W):.....
       13 SUMMARY:.....................
       14 PROCEDURE SUMMARY:......................................
```

1&2   These fields are an echo of the information entered to get the screen.
3.   Enter the name or synonym of the procedure.
4.   Enter a complete description of the indications for the procedure.
5.   Indicate the prescribed medication.
6.   Identify the Physician or Service.
7.   Enter the procedure with which this intervention is associated.
8.   Choose complications from the list provided when "?" is entered.
9.   Summarize the subjective findings.
10.   Summarize the objective findings.
11.   Describe the Assessment/Findings from the procedure.
12.   The detailed plan of treatment should be entered here.
13.   Choose from: A - Abnormal, N - Normal, I - Incomplete examination.
14.   This field provides input into the summary of patient procedures.

Generalized Procedure Report

The following fields are printed on the report:

```
        PROCEUDRE:

        INDICATION:

        MEDICATIONS:

        PROVIDER/PHYSICIAN:

        TECHNIQUE:

        COMPLICATIONS:

        SUBJECTIVE:
```

```
OBJECTIVE:

ASSESSMENT/FINDINGS:

PLAN:

SUMMARY:

PROCEDURE SUMMARY:
```

Generalized Procedure Management

This menu contains the management option for generalized procedures.

1   Procedures/Subspecialties Definition Enter/Edit
2   Turn On Release Control/Elec. Signature

Procedures/Subspecialties Definition Enter/Edit allows you to enter new or edit the definition of procedures and subspecialties in the Procedure/Subspecialty file (#697.2). You enter a procedure Name (required entry of 2-10 characters), Print Name (required longer name for the procedure), whether it is a procedure or subspecialty, and CPT code (not required). This data then becomes available for selection at the GENERALIZED PROCEDURE/CONSULT SUBSPECIALTY prompt when entering a generalized procedure.

Note: Once a procedure is entered, you cannot delete the procedure.
Because the procedure cannot be deleted, if you make a mistake, it is suggested you change the name to an appropriate procedure name or name it something that indicates that the procedure should not be selected.

A number of procedures/subspecialties were exported with the software. These are not editable.

Turn On Release Control/Elec. Signature is a one time option that will turn on Release Control/Electronic signature. This option should only be used by the Manager of your department. Once this option is executed there is no way to turn it off. Once this is turned on, the non-key holders will not be able to print a record until it is released.

Summary of Patient Procedures

Summary of Patient Procedures is discussed in the Summary of Patient Procedures section of this manual.

Problem Oriented Consult Menu

Problem Oriented Consult menu is discussed in the Problem Oriented Consult Menu section of this manual.

Image Capture

The Generalized Procedure menu contains an Image Capture option which allows a procedure image to be attached to a patient record. This option is only available to users at a workstation. Further information on the capabilities of Imaging can be found in the Introduction section of this manual and in the DHCP Imaging System User Manuals for Generalized Procedures.

Brief Generalized Procedure Enter/Edit

This option allows FileMan-oriented entry for the same Generalized Procedure fields as the brief screen.

Brief Generalized Procedure Enter/Edit (Screen)

For a new procedure, enter the date/time of the procedure, the patient name and subspecialty. To edit an existing procedure, enter the patient name or date/time of the procedure.

```
        Brief Generalized Procedure Screen    09/16/97

     1 PROCEDURE DATE/TIME(R):.................
     2 MEDICAL PATIENT(R):..............................
     3 PROCEDURE:...............................
     4 SUBJECTIVE(W):.....
     5 OBJECTIVE(W):.....
     6 ASSESSMENT/FINDINGS(W):.....
     7 PROVIDER/PHYSICIAN:...............................
     8 SUMMARY:...............................
     9 PROCEDURE SUMMARY:...............................
```

1&2   These fields are an echo of the information entered to get the screen.
3.   Enter the procedure name or synonym.
4.   Summarize the subjective findings.
5.   Summarize the objective findings.
6.   Summarize the assessment and findings.
7.   Enter the provider name.
8.   Choose from: A - Abnormal, N - Normal, I - Incomplete examination.
9.   Enter the procedure summary.

Brief Generalized Procedure Report

The Brief Generalized Procedure report prints the fields covered under Brief Generalized Procedure Enter/Edit (Screen).

SUMMARY OF PATIENT PROCEDURES

Medicine Menu

1	Cardiology Menu
2	GI Menu
3	Pulmonary Menu
4	Hematology Menu
5	Pacemaker Menu
6	Rheumatology Menu
7	Generalized Procedure Menu
8	Summary of Patient Procedures
9	Enable/Disable OE/RR

Choose Summary of Patient Procedures from the main Medicine menu.

The Summary of Patient Procedures option allows screen display and printing of medical procedures performed on a patient. The listing may be sorted by date or by procedure.

The user is first presented with the "PRINT BY DATE OR PROCEDURE (D/P) :D//" prompt. The user should enter a <RET> to sort by date, or a "P" <RET> to view by procedure.

"Select MEDICAL PATIENT NAME:" is the next prompt. The user should select a patient.

Summary of Patient Procedures by Date

If the Date Screen option is chosen, the user is prompted to enter a device. When a device is chosen, all of the procedures (i.e., ETT, Holter, etc.) will be listed by date and result, with the most recently performed procedure displayed first. Only eight procedures are displayed on the screen at any one time. At the bottom of the screen, the prompt "For Procedure Expansion 1-8 Or <RET> To Continue Display//" appears. Entering a sequence number, such as "9" or "17", will take the user to the next screen. When the second device prompt appears, the report should be sent to a printer.

When a procedure is finished printing to the screen, the prompt "*END* Press Return to Continue" appears. A <RET> will place the user back at the Procedure Listing. Upon entering another number, the device prompt is displayed again to allow printing the procedure data. The user should enter "^" to exit the listing. If no number has been selected, then upon completion of the listing of procedures, the user will be returned to the main menu.

```
PRINT BY DATE OR PROCEDURE (D/P): D// <RET>
Select MEDICAL PATIENT NAME: VETERAN, JOHN Q.              04-04-25  378563726
DEVICE:  HOME   RIGHT MARGIN: 80// <RET>
```

The following screen would then be displayed (only the first screen is shown)

```
NAME: VETERAN, JOHN Q.            SSN: 378-56-3726    WARD: 3E

(SUBSPECIALTY)/PROCEDURE          DATE                RESULTS
------------------------------------------------------------------------------
 1  CARDIOLOGY/CVP LINE           JUN 3,1997@15:53

 2  VASCULAR/LAVAGE              JUN 3,1997@11:11
Acute alcoholic ...
 3  VASCULAR/PARACENTESIS        JUN 3,1997@10:06    ABNORMAL
Ascites removed

FOR PROCEDURE EXPANSION (1-3) OR <RETURN> TO CONTINUE DISPLAY//
```

Note that the latest procedure performed on the patient is listed first.

Summary of Patient Procedures by All Procedures

If the Procedure Screen option is chosen, the "ALL//" prompt appears. Entering "?" will display a list of procedure selections (note that the patient has not necessarily had the procedures performed), while entering a return will give a list of all procedures performed on the patient.

A prompt for procedure expansion is then displayed. For each type of procedure, all ECG results, all Echo results, and so on, are shown. The procedures are listed in alphabetical order. When the device prompt appears, any particular procedure already listed may be chosen. Using "^" after the double slash of the device prompt will take the user back to the main menu.

```
PRINT BY DATE OR PROCEDURE (D/P):  D//P
Select Procedure: ALL//<RET>
Select MEDICAL PATIENT NAME: VETERAN, JOHN Q.          04-04-25  378563726
DEVICE:  HOME    RIGHT MARGIN: 80// <RET>

NAME: VETERAN, JOHN Q.            SSN: 378-56-3726    WARD: 3E

(SUBSPECIALTY)/PROCEDURE          DATE                RESULTS
------------------------------------------------------------------------------
 1  VASCULAR/PARAC               JUN 4,1997@11:01    ABNORMAL
1300 cc ascites removed
 2  VASCULAR/GENERIC PROCEDURE   JUN 3,1997@11:11    ABNORMAL
acute alcoholic ...
 3  VASCULAR/PARAC               JUN 3,1997@10:06    ABNORMAL
 Ascites removed

FOR PROCEDURE EXPANSION (1-3) OR <RETURN> TO CONTINUE DISPLAY// <RET>
```


Summary of Patient Procedures by One Procedure

If a user only wished to view one type of procedure on a patient, such as Paracentesis, the following sequence would be performed.

```
PRINT BY DATE OR PROCEDURE (D/P):  D//P
Select Procedure: ALL//  PARAC       PARACENTESIS
Select MEDICAL PATIENT NAME: VETERAN, JOHN Q.          04-04-25  378563726
DEVICE:  HOME    RIGHT MARGIN: 80// <RET>

NAME: VETERAN, JOHN Q.            SSN: 378-56-3726    WARD: 3E
```

```
(SUBSPECIALTY)/PROCEDURE            DATE                    RESULTS
--------------------------------------------------------------------------------
 1  VASCULAR/PARAC                  JUN 4,1997@11:01        ABNORMAL
 1300 cc ascites removed
 2  VASCULAR/PARAC                  JUN 3,1997@10:06        ABNORMAL
 Ascites removed

FOR PROCEDURE EXPANSION (1-2) OR <RETURN> TO CONTINUE DISPLAY// <RET>
```

Note that only the requested procedure is displayed, in reverse chronological order.

> In all of the above examples, if the user wished for an expansion of the
> procedure, he would simply enter the number for that procedure. A device
> prompt will then be displayed, allowing the user to send the expansion to a
> printer. The output from this report is similar to using the print option in the
> various modules. Once the Turn On Release Control/Elec. Signature option
> is turned on, the non-key holders will not be able to print a record until it is
> released.

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